PA40 Rehire/Reinstate

IRIS
Integrated Resource
Information System

Process: Use transaction PA40 to process a Rehire/Reinstate Action for a former UK Main Campus or Hospital employee in IRIS.

Non-US citizens need to complete a new I-9, regardless of the length of time away from the University. US citizens need to complete a new I-9 only if they have been away for more than one (1) year. If required, **be sure to have the completed/signed I-9 form in hand <u>before</u> processing this transaction!**

Role: Authorized Users	**Frequency:** When Needed

Additional Notes

At the time of the IRIS HR/Payroll implementation (April 2006), only the records of active employees (those paid in 2006) were converted. The steps listed in this QRC assume that the rehired/reinstated employee has an existing record in IRIS. In the event no record is found, proceed with the Action as though the employee is a new hire.

A Faculty Rehire/Reinstate Action will also contain the following infotype during the Action:

- *Contract Elements (0016)* – Select the appropriate **Contract Type** and click on the **Save** icon 💾.

Contract Type	⬇
09 Nine Month	
10 Ten Month	
11 Eleven Month	
12 Twelve Month	
OT Other	
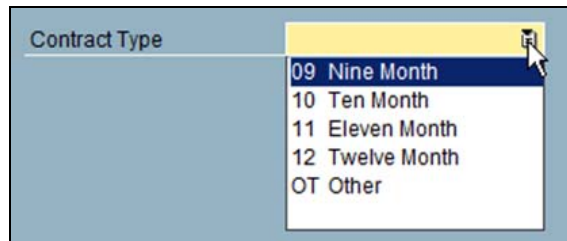
A Hospital Rehire/Reinstate Action will also contain the following infotypes during the Action:

- *Hospital Salary (9002)* – Leave the **As of date** field blank, select the appropriate **Education** degree (for nurses only), and click on the **Save** icon 💾.

- *Person: Change Profile* – Click on the **Back** icon 🔙 to continue.
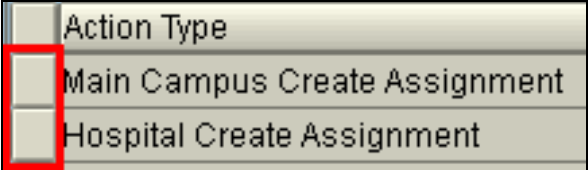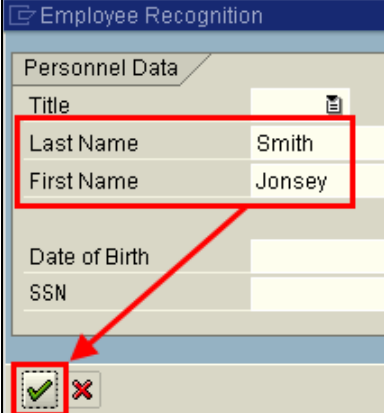
Beginning

Enter the transaction code	PA40

Personnel Actions

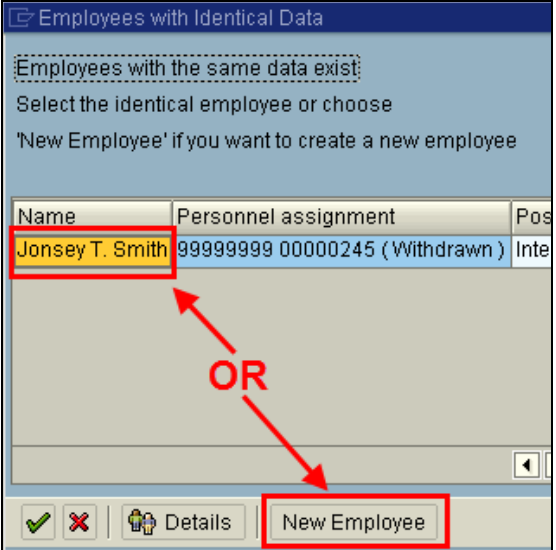| **Person ID**	Leave this field blank for this Action!

Quick Reference Card – Human Resources
PA40 Rehire/Reinstate

Start	Enter the first day the employee will be working
Click on the **Select** button to the left of the appropriate **Create Assignment** Action Type (**Main Campus** or **Hospital**)	Action Type Main Campus Create Assignment Hospital Create Assignment
Click on the **Execute** icon in the **Application Toolbar**	Personnel Actions

Employee Recognition Window

| Enter the employee's **Last Name** and **First Name**, then click on the **Continue** icon	Employee Recognition Personnel Data Title Last Name Smith First Name Jonsey Date of Birth SSN

Employees with Identical Data Window

Double-click on the employee's name **Note:** In the event no record is found (per the reason noted in the **Additional Notes** section at the beginning of this QRC), click on the **New Employee** button at the bottom of this window and follow the appropriate New Hire QRC for the remaining steps.	Employees with Identical Data Employees with the same data exist Select the identical employee or choose 'New Employee' if you want to create a new employee Name Personnel assignment Pos Jonsey T. Smith 99999999 00000245 (Withdrawn) Inte **OR** Details New Employee

New Work Relationship Window

Click in the white radio button next to **Rehiring of Employee**, then click on the **Continue** icon	*New Work Relationship* Employee has left ○ New Personnel Assignment for Employee ◉ Rehiring of Employee ✔ ✖
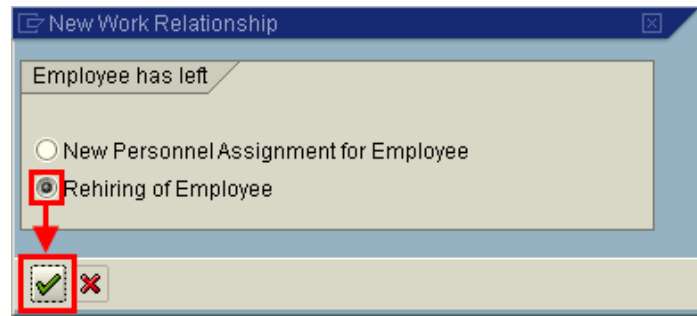
Copy Actions (0000)

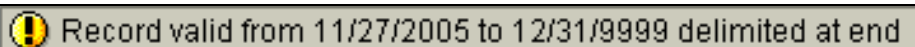|	
Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate rehire/reinstate type	01 Staff Rehire 02 Student Rehire 03 STEPS Rehire 04 Faculty Rehire 05 Post Doc Rehire 06 Police Rehire 11 Staff Reinstate 12 Student Reinstate 13 STEPS Reinstate 14 Faculty Reinstate 15 Post Doc Reinstate 16 Police Reinstate
In the **Position** field, replace the "99999999" value with the correct 8-digit position number	Organizational assignment Position 50128809
Press **Enter**	

Information Window

When the **Information** window appears, click on the **Continue** icon Many of the position's attributes will be brought into the employee's master data record, and you will see this information displayed on various infotypes as you go through this Action.	*Information* ⓘ Default values are used by the position ✔ ❓
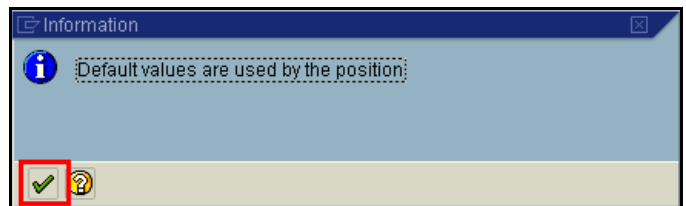
Copy Actions (0000)

Read the delimit message and press **Enter** to accept – For example:

⚠ Record valid from 11/27/2005 to 12/31/9999 delimited at end

Click on the **Save** icon	

Copy Personal Data (0002)
Verify the information – If correct, click on the **Next Record** icon to advance to the next infotype; If incorrect, make the necessary changes and click on the **Save** icon .

Create Organizational Assignment (0001)
Press **Enter** – The system populates the fields in this infotype.
Read the delimit message and press **Enter** to accept – For example: Record valid from 11/27/2005 to 12/31/9999 delimited at end
Click on the **Save** icon

Copy Addresses (0006) – Permanent Residence
Verify the information – If correct, click on the **Next Record** icon to advance to the next infotype; If incorrect, make the necessary changes and click on the **Save** icon .

Create Addresses (0006) – Work Address

Enter the employee's work address, if known: street **Address**, **City**, **State**, **zip code**, and **Telephone Number** If the address is not known, click on the **Next record** icon to skip this infotype. **Note:** Do not enter a **county**.	Address Address type — 7 Work Address Care Of Address line 1 — 204 McVey Hall Address line 2 City/county — Lexington State/zip code — KY Kentucky — 40506 Country Key — US United States Telephone Number — 859 257-1111
Press **Enter**	
Click on the **Save** icon	

Create Planned Working Time (0007)

Press **Enter** to populate the fields – The system will also validate that the **Employment percent** and **Personnel Subarea** fields are in sync. Always check the message in the Status Bar (lower-left corner of the window). It will indicate if the **Employment percent** is fine or if it must be changed!

For example, if the position has a **Personnel Subarea** of **Reg FT**, then the 100.00 **Employment percent** is fine. If the position has a **Personnel Subarea** of **Temp PT <.20**, then you must change the **Employment percent** to a number less than 20.00.

Read the system messages and press **Enter** to accept – For example:

(!) Attention: Please check Basic Pay infotype (0008)

(!) Record valid from 11/27/2005 to 12/31/9999 delimited at end

Click on the **Save** icon

Create Basic Pay (0008)

Enter the appropriate pay rate for the employee in the **Amount** field	Wa...	Wage Type Long Text	O.	Amount	Curr...	
	1005	Hourly Rate		17.00	USD	
					USD	

Press **Enter**, which will populate the **Annual Salary** field

Read the delimit message and press **Enter** to accept – For example:

(!) Record valid from 11/27/2005 to 12/31/9999 delimited at end

Click on the **Save** icon

Copy Date Specifications (0041)

Verify the entered dates, but do NOT change anything; Contact HR Compensation if anything needs corrected

Press **Enter**

Read the delimit message and press **Enter** to accept – For example:

(!) Record valid from 11/27/2005 to 12/31/9999 delimited at end

Click on the **Save** icon

Copy Additional Personal Data (0077)

Verify the information – If correct, click on the **Next Record** icon 🔄 to complete the

Action; If incorrect, make the necessary changes and click on the **Save** icon 💾.

Personnel Actions

The system should now return you to the initial *Personnel Actions* window; the Action is completed. Now use transaction **ZHR_PAR** to generate and print the required Payroll Authorization Record (PAR). Refer to the **ZHR_PAR Generating a PAR** QRC on the IRIS myHelp web site for the complete instructions: http://myhelp.uky.edu/rwd/HTML/HR/QRC_ZHR_PAR_Generating_a_PAR.pdf.